**General Education Committee**
**February 2019 Minutes**

Began:  12:30 p.m.
Adjourned:  1:30 p.m.

Present:  Dr. Makenna Green, Dr. Janet Perry, Johnny Hill, Mary Turner, Dr. Steve Shore, Dr. Glenne' Whisenhunt, Dr. Shanna Padgham, Charles Myrick, and Ernest Gobert

Absent:  Teresa Luper, Stacie Warner, Jennifer Brumley, Julie Rice-Rollins, Michael Boyle, John Helton, and Dr. Max Simmons

The first item of business was to review the minutes from the November 2018 meeting.  Not enough voting members were present to vote on approval, so the vote was delayed until the March meeting.

Next, there was discussion about the uploading artifacts digitally into Moodle.  Ernest said that he had tested the process.  Shanna added that it required two different software programs to submit video artifacts.  She said that there is a learning curve, but that the process is easy once one has done it a time or two.

Shanna suggested that it would be helpful to provide a simple document explaining how to submit artifacts through Moodle.  Also, it would be helpful to include some discussion of the process in division and/or department meetings.  A suggestion was made regarding recognizing faculty who have previously submitted artifacts to show appreciation to them and also as encouragement for faculty who haven't submitted to begin doing so.  Makenna suggested that reaching out to new full-time faculty (there were 12 this year) to help start a culture of valuing general education assessment and artifact submissions.  Glenne' said that she could send Ernest a contact list of the new faculty.  There could also be trainings offered for faculty who have previously contributed to help them transition to digital submissions.  A file could be run to identify all faculty including adjuncts.  Anyone can submit if they choose to and are encouraged to do so.

Connie Drummond can send automated emails to faculty identifying eligible students in their classes, but there needs to be some organization either by alphabet or ID numbers.  Ernest said he would speak with Connie about this need.

Further discussion of Moodle submissions indicated that identifying fields are tagged on the back side of Moodle for organization purposes.  Artifacts must be submitted individually with the corresponding assignment sheet for each submission.

Ernest said that he would attend division meetings to help educate faculty about public speaking artifacts (what they are and why they are needed) to help increase the numbers submitted and assessed each year.

Lastly, there was a brief discussion about the overarching student weakness of drawing logical, valid conclusions and how that was being addressed.  Are any changes in instruction being made to address this weakness?  One of the things the HLC will want to discuss is what has been done to address this weakness.

Time ran out and the meeting adjourned.